



Non-Merit Job Vacancy Announcement

Administrative Specialist III

Pay Grade:	12	Position Type:	Full Time
Salary or Range:	\$2,427.44 - \$3,215.72	Work Schedule:	Monday - Friday
FLSA Designation:	Non-Exempt	Work Week:	37.5 Hours

Agency: Department Of Military Affairs - Division Of Emergency Management
Work Address: KY National Guard Bowman Field Armory, 3600 Century Division Way, Louisville, KY 40207
Work County: Jefferson

AGENCY COMMENTS:

This position is an Unclassified, Non-Merit, Non-Chapter position under KRS 36.040(1)(r).

DESCRIPTION OF JOB DUTIES:

Provides administrative support t the DEM Area Manager in administering, overseeing and coordinating emergency management programs for counties within an area which consists of 8-12 counties; reviews/audits/approves/denies expenditures of state and federal funds made by counties; compiles/collects statistical and other information to write monthly/quarterly/annual reports that reports county's status and compliance with federal, state and agency regulations in order to maintain funding; meets with federal, state, local officials and agencies to discuss budgets, adherence to policies, procedures, mandatory training and other issues; assists the DEM Area Manager in determining training needs for staff in the area and monitors their compliance to such; maintains time reporting for EM Directors of counties; audits and processes memorandum of agreements; reviews contracts and other documents before submission to the Frankfort office; provides operational support during emergency/disasters for an area emergency operations center or disaster field office; oversees administration of office upon DEM Area Manager's absence; other duties as assigned;

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three years of professional, administrative or business experience.

Substitute EDUCATION for EXPERIENCE:

Additional education will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

None.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: 7/22/2016)

[Posted on: 7/13/2016]

Applicants must create a state application by clicking on the COS Website listed below. Once your application has been created, please email your state application to Crystal Simpson before the closing date listed on the job announcement.

****Applicants will NOT apply online through the COS website.

COS Website

<https://sjobs.brassring.com/TGWebHost/home.aspx?partnerid=20101&siteid=5031>

Contact Name: Crystal Simpson

Contact Method: 502-607-1541 or
crystal.l.simpson10.nfg@mail.mil

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

